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FM DFAS INDIANAPOLIS IN//ADIP//

TO AIG 4579

INFO DFAS INDIANAPOLIS IN//ADIP//

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UNCLASS

MSGID/GENADMIN/DFAS-ADIP//

SUBJ/MONTHLY SUSPENSE ACCOUNT REPORT AND NARRATIVES (ACCT POL IMPL MSG 07-02).

RMKS/1. THE MONTHLY SAR AND NARRATIVE REPORTS WILL BE SUBMITTED TO DFAS-

INDIANAPOLIS NO LATER THAN NOON ON THE FOLLOWING DATES:

NOVEMBER 7, 2006 - OCTOBER DATA

DECEMBER 7, 2006 - NOVEMBER DATA

JANUARY 8, 2007 - DECEMBER DATA

FEBRUARY 7, 2007 - JANUARY DATA

MARCH 7, 2007 - FEBRUARY DATA

APRIL 6, 2007 - MARCH DATA

MAY 7, 2007 - APRIL DATA

JUNE 7, 2007 - MAY DATA

JULY 9, 2007 - JUNE DATA

AUGUST 7, 2007 - JULY DATA

SEPTEMBER 10, 2007 - AUGUST DATA

OCTOBER 5, 2007 - SEPTEMBER DATA

2. THE 2007 DPT 21 SPREADSHEET AND NARRATIVE TEMPLATES ARE AVAILABLE ON THE FOLLOWING WEB SITE: WWW.ASAFM.ARMY.MIL/BUDGET/DI/DI.ASP. SELECT POLICY MEMORANDA, 2007 AND IMPORTANT INFORMATION.

3. MONTHLY SAR AND NARRATIVE REPORTS MUST BE ACCOMPANIED BY THE CERTIFICATION LETTER (ON LETTERHEAD) WITH APPROPRIATE NARRATIVE, SIGNED BY THE DIRECTOR OF ACCOUNTING BY E-MAIL: SUSPENSE.ACCTS.TI21@DFAS.MIL; OR FAX: COMM 317-510-2613; DSN 699-2613. CERTIFICATION NARRATIVE: "I CERTIFY THAT THE BALANCES SHOWN IN THE REPORT ARE ACCURATE, WERE OBTAINED FROM EXISTING RECORDS, AND EVIDENCE PROPER USE OF THE FUNDS ACCOUNTS."

4. PER GUIDANCE FROM DFAS ARLINGTON, THE MONTHLY SAR REPORT SHOULD REFLECT THE BALANCE REPORTED TO TREASURY BY YOUR STATION. INCLUDE ALL OUTSTANDING TRANSACTIONS IN YOUR SYSTEM AND ADJUSTMENTS AS EXPLAINED IN THE FOLLOWING PARAGRAPHS.

5. EXPENDITURE DEPARTMENTAL TFO/TBO UNCLEARED REPORT

A. ADD ANY TFO TRC 34A 90 CHARGE CITING YOUR FSN AND SAR ACCOUNT WITH NO TBO DELMAR 304 CLEARANCE RECORD SUBMITTED.

B. ADD ANY TRC 35C OA 99 REJECTS CITING YOUR DSSN AS A CLEARING ENTITY FOR A SAR ACCOUNT.

C. ADD ANY PARTIAL CLEARANCE DIFFERENCE BETWEEN A TFO TRC 34A 90 CHARGE TO YOUR FSN AND A CLEARANCE RECORD REMAINING ON THE TFO/TBO UNCLEARED REPORT, BOTH CITING A SAR ACCOUNT.

EXAMPLE: TFO CHARGE OF \$100 CITING YOUR FSN, AND A TBO DELMAR 304 CLEARANCE RECORD CITING \$75 REMAIN ON THE TFO/TBO UNCLEARED REPORT, THE \$25 DIFFERENCE MUST BE REPORTED ON YOUR SAR.

D. SUBTRACT ANY TBO DELMAR 304 CLEARANCE RECORD CITING A SAR ACCOUNT WHEN NO TFO TRC 34A 90 CHARGE EXISTS (STAND ALONE CLEARANCE), OR THE TFO TRC 34A 90 CHARGE CITES A DIFFERENT APPROPRIATION THAN THE SAR ACCOUNT CLEARANCE RECORD.

6. SUSPENSE HISTORY UNCLEARED REPORT (HCJ63A)

TRANSACTIONS ON THIS REPORT REFLECT TRANSACTIONS SUBMITTED

ON YOUR DELMAR 302 OR 304 REPORT THAT RECEIVED AN EDIT ERROR AND RESULTED IN THE APPROPRIATION ORIGINALLY SUBMITTED BEING CHANGED TO A SUSPENSE ACCOUNT (F3875.1110/2220), SOT/SOA DIFFERENCES (F3875.8825), AND INTERFUND (F3885).

A. ADD ALL SUSPENDED DELMAR 302 TRANSACTIONS FROM YOUR DSSN.

B. ADD ALL INTERFUND TRC 61S TRANSACTIONS CHANGED TO F3885 (AS SHOWN ON YOUR 1061 ERROR REPORT FOR THE CREDITED APPROPRIATION).

C. ADD TBO DELMAR 304 TRANSACTIONS WHEN THE CLEARANCE RECORD IS CHANGED TO A SUSPENSE ACCOUNT (ERROR CODE B, LIMIT 1110 OR 2220) AND IS NOT ON THE TFO/TBO UNCLEARED REPORT.

7. INTERFUND SUSPENSE HISTORY REPORT

A. ADD INTERFUND DELMAR 304 (TRC 33C) TRANSACTIONS SUBMITTED FROM YOUR STATION (BUYER) CITING F3885 ONLY IF THE TRANSACTION RECEIVED A SUSPENSE ERROR CODE AND THE ACCOUNT WAS CHANGED TO F3885. THIS TRANSACTION REQUIRES CORRECTION BY REVERSING THE PREVIOUSLY SUBMITTED TRANSACTION THAT WAS CHANGED TO A SUSPENSE ACCOUNT AND REPORTING THE TRANSACTION TO A VALID APPROPRIATION.

8. INTERFUND UNCLEARED REPORT

A. ADD ALL SAR ACCOUNT TRANSACTIONS CITING TRC 61S WHEN YOUR STATION IS THE CLEARING ENTITY AND NO INTERFUND DELMAR 304 (TRC 33C) CLEARANCE RECORD HAS BEEN SUBMITTED FOR THE CHARGE.

B. ADD ANY PARTIAL CLEARANCE DIFFERENCE BETWEEN AN INTERFUND TRC 61S CHARGE TO YOUR FSN AND AN INTERFUND DELMAR 304 CLEARANCE RECORD THAT REMAINS ON THE INTERFUND UNCLEARED REPORT CITING THE SAME SAR ACCOUNT (EXAMPLE IS IN PARA 4C).

C. SUBTRACT ANY INTERFUND CLEARANCE RECORD CITING A SAR ACCOUNT WHEN NO INTERFUND 61S CHARGE EXISTS (STAND ALONE CLEARANCE), OR INTERFUND 61S CHARGE CITES A DIFFERENT APPROPRIATION THAN THE SAR ACCOUNT CLEARANCE RECORD.

9. POCS.

A. DEPARTMENTAL ACCOUNTING, DSN 699-2548, COMM 317-510-2548.

B. ACCOUNTING PROCEDURES, DSN 699-3380, COMM 317-510-3380.//

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